

OFFICE OF THE COMPTROLLER

- (1) MISSION. The Comptroller is in charge of planning, analyzing, and evaluating all budgetary and financial operations of the Agency.
- (2) FUNCTIONS. The Comptroller shall:
  - (a) Chair the Agency Budget and Financial Advisory Committee.
  - (b) Establish Agency fiscal and budget policies and develop procedures for their implementation.
  - (c) Develop, prepare, and execute the Agency budget and finance programs and furnish advice and assistance to Agency officials in all matters of finance and budget policy.
  - (d) Conduct program analysis and comment and advise the Director and Agency officials on the financial aspects of program plans and operations.
  - (e) Supervise the operation of all budget and all financial programs of the Agency.
  - (f) Assist the Director in presentation of the Agency annual budget estimates to the Bureau of the Budget and the Congress.
  - (g) Develop and maintain a program for improvement of financial management and make any necessary progress reports to the Bureau of the Budget and the Congress.
  - (h) Control all liaison and contacts with the Bureau of the Budget on Agency matters.
  - (i) Control all liaison and contacts with the Appropriations Committees of the Congress.

- (j) Supervise all liaison with other agencies in connection with budget and finance matters.
- (k) Establish necessary fiscal accounting for the assets and liabilities of the Agency.
- (l) Develop and maintain effective budgetary and financial reporting of the Agency's activities.
- (m) Establish, in conjunction with appropriate Agency components, accounting systems and financial reporting requirements for projects. Install or supervise the installation of project accounting systems where practical.
- (n) Develop, in conjunction with appropriate Agency components, issue, and install the necessary accounting systems and financial reporting procedures for  overseas installations.
- (o) Provide machine and automatic data processing services for administrative and selected operational activities.
- (p) Prepare personnel ceiling recommendations in connection with the annual budget reviews; comment and make recommendations on all proposed changes in personnel ceilings of major components or the Agency.

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